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**From:** Timpy, Sarah [timpy.sarah@epa.gov]  
**Sent:** 1/28/2021 12:41:56 PM  
**To:** Marlinga, Richard [marlinga.richard@epa.gov]  
**CC:** Carr, Dorothy [Carr.Dorothy@epa.gov]; Moore, Patricia [Moore.Patricia@epa.gov]; Smith, Kathryn [Smith.Kathryn@epa.gov]; Lesser, Toni [lesser.toni@epa.gov]; Sanders, Amy [Sanders.Amy@epa.gov]  
**Subject:** RE: Please submit Trump appointees' separation checklists ASAP

Great! We'll move forward with processing Alexander Girard's resignation.

Thank you,  
Sarah Timpy  
Human Resources Specialist  
Executive Resources, OARM-RTP  
U.S. Environmental Protection Agency  
Research Triangle Park, NC  
919-541-3916



OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT  
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**From:** Marlinga, Richard <marlinga.richard@epa.gov>  
**Sent:** Wednesday, January 27, 2021 4:30 PM  
**To:** Timpy, Sarah <timpy.sarah@epa.gov>  
**Cc:** Carr, Dorothy <Carr.Dorothy@epa.gov>; Moore, Patricia <Moore.Patricia@epa.gov>; Smith, Kathryn <Smith.Kathryn@epa.gov>; Lesser, Toni <lesser.toni@epa.gov>; Sanders, Amy <Sanders.Amy@epa.gov>  
**Subject:** RE: Please submit Trump appointees' separation checklists ASAP

Hi Sarah - The checklists for Alexander Girard is attached. R5 is waiting on the receipt of government equipment from Daniel Alfaro. I will send his as soon as we receive his government equipment.

Thank you.

***Richard Marlinga***

Human Capital Officer  
U.S. EPA, Region 5  
77 W Jackson Blvd  
RMD/HCO (MP-10J)  
Chicago, IL 60604  
Email: [marlinga.richard@epa.gov](mailto:marlinga.richard@epa.gov)  
Office: (312) 886-8963  
Cell: (312) 597-1720

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**From:** Timpy, Sarah <timpy.sarah@epa.gov>  
**Sent:** Tuesday, January 26, 2021 11:46 AM  
**To:** Marlinga, Richard <marlinga.richard@epa.gov>  
**Cc:** Carr, Dorothy <Carr.Dorothy@epa.gov>; Moore, Patricia <Moore.Patricia@epa.gov>; Smith, Kathryn <Smith.Kathryn@epa.gov>; Lesser, Toni <lesser.toni@epa.gov>; Sanders, Amy <Sanders.Amy@epa.gov>  
**Subject:** RE: Please submit Trump appointees' separation checklists ASAP

Thank you, Rick! We will move forward with finalizing Kurt Thiede, Joseph Liebau, and Russell Rasmussen's separations. Once Alexander Girard and Daniel Alfaro have cleared, please send their checklists our way.

Sarah Timpy  
Human Resources Specialist  
Executive Resources, OARM-RTP  
U.S. Environmental Protection Agency  
Research Triangle Park, NC  
919-541-3916



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**From:** Marlinga, Richard <[marlinga.richard@epa.gov](mailto:marlinga.richard@epa.gov)>  
**Sent:** Tuesday, January 26, 2021 12:21 PM  
**To:** Smith, Kathryn <[Smith.Kathryn@epa.gov](mailto:Smith.Kathryn@epa.gov)>; Lesser, Toni <[lesser.toni@epa.gov](mailto:lesser.toni@epa.gov)>; Sanders, Amy <[Sanders.Amy@epa.gov](mailto:Sanders.Amy@epa.gov)>  
**Cc:** Carr, Dorothy <[Carr.Dorothy@epa.gov](mailto:Carr.Dorothy@epa.gov)>; Moore, Patricia <[Moore.Patricia@epa.gov](mailto:Moore.Patricia@epa.gov)>; Timpy, Sarah <[timpy.sarah@epa.gov](mailto:timpy.sarah@epa.gov)>  
**Subject:** RE: Please submit Trump appointees' separation checklists ASAP

Hi Sara and Dorothy – The checklists for Kurt Thiede, Joseph Liebau, and Russell Rasmussen are attached. R5 is waiting on the receipt of government equipment from Alexander Girard and Daniel Alfaro. I will send them as soon as we receive the government equipment.

Thank you.

***Richard Marlinga***

Human Capital Officer  
U.S. EPA, Region 5  
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Chicago, IL 60604  
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**From:** Smith, Kathryn <[Smith.Kathryn@epa.gov](mailto:Smith.Kathryn@epa.gov)>  
**Sent:** Tuesday, January 26, 2021 10:32 AM  
**To:** Lesser, Toni <[lesser.toni@epa.gov](mailto:lesser.toni@epa.gov)>; Marlinga, Richard <[marlinga.richard@epa.gov](mailto:marlinga.richard@epa.gov)>; Sanders, Amy <[Sanders.Amy@epa.gov](mailto:Sanders.Amy@epa.gov)>  
**Cc:** Carr, Dorothy <[Carr.Dorothy@epa.gov](mailto:Carr.Dorothy@epa.gov)>; Moore, Patricia <[Moore.Patricia@epa.gov](mailto:Moore.Patricia@epa.gov)>; Timpy, Sarah <[timpy.sarah@epa.gov](mailto:timpy.sarah@epa.gov)>  
**Subject:** RE: Please submit Trump appointees' separation checklists ASAP

For R5 we are missing the following checklists, please send asap:

ALFARO, DANIEL C.
GIRARD, ALEXANDER C.
LIEBAU, JOSEPH G O JR.

RASMUSSEN, RUSSELL A.

THIEDE, KURT A.

Kathryn Smith  
Supervisor  
Executive Resources, OARM-RTP  
U.S. Environmental Protection Agency  
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Cell: 919-698-0014



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**From:** Smith, Kathryn  
**Sent:** Tuesday, January 26, 2021 10:30 AM  
**To:** SES Contact List <[SES\\_Contact\\_List@epa.gov](mailto:SES_Contact_List@epa.gov)>  
**Cc:** Carr, Dorothy <[Carr.Dorothy@epa.gov](mailto:Carr.Dorothy@epa.gov)>; Moore, Patricia <[Moore.Patricia@epa.gov](mailto:Moore.Patricia@epa.gov)>; Timpy, Sarah <[timpy.sarah@epa.gov](mailto:timpy.sarah@epa.gov)>  
**Subject:** Please submit Trump appointees' separation checklists ASAP  
**Importance:** High

Good morning,

Please submit completed separation checklists for all Trump appointees to the Executive Resources team as soon as possible. Our office is still waiting to receive about half of the separation checklists for departed Trump appointees. There are currently 58 missing and we cannot process their actions until their checklists are received. Late submissions may result in folks being unable to apply timely for unemployment and delayed final checks.

Sarah Timpy from my team will be reaching out to remind each Region/AAship of whose checklists we are still missing. Please prioritize getting these checklists to us as soon as possible.

Thank you,

Kathryn Smith  
Supervisor  
Executive Resources, OARM-RTP  
U.S. Environmental Protection Agency  
Research Triangle Park, NC  
Office: 919-541-4216  
Cell: 919-698-0014



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